MINISTRY OF EDUCATION
Information Management Branch

Ontario School Information System (OnSIS)

User Guide:
SIGNING-OFF A SUBMISSION

Release Two

For School Boards and School Authorities

November 2005 (Version 1.1)

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Purpose of the OnSIS Application

Signing-Off a Submission User Guide

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This guide has been developed as a resource to help users understand the process involved in Signing-off a Submission for the Ontario School Information System (OnSIS) application. The guide combines step-by-step instructions, along with a comprehensive look at each of the functions.

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***Note**: Some of the screens you will see online may not be exactly as shown in this guide.*¶

This guide is supplemented by the following Release Two documents and resources (the list includes this document):

OnSIS Presentations
• Business Overview • Technical Application • Security Overview • Security Administration
OnSIS User Guides
• First Time Users • School Data Submission: Publicly Funded Elementary Schools (including School Authorities) • School Data Submission: Publicly Funded Secondary Schools (including School Authorities) • School Data Submission: Care, Treatment and Correctional Facilities • Batch Files • Signing-Off a Submission
Other Reference Material
• Handbook • Memos • Security Guide for MISA Applications • Security Forms • E-learning Module Title Pages • CD-ROM: Release 2 – E-learning • CD-ROM: Release 2 – Student Data Resource Materials

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Also available on the website are the OnSIS Mailbox and Helpdesk contact information. You are strongly encouraged to read this user guide and all supplemental documents in full, to ensure that you are aware of all aspects of OnSIS, and related policies and procedures.

Ministry Support

Inquiries from schools and boards regarding the Ontario School Information System and related policies and procedures should be directed to:

Ontario School Information System (OnSIS) Group
Information Management Branch
Ministry of Education
Suite 422, 777 Bay Street
Toronto, ON M5G 2E5

Telephone: 1-888-275-5934 or 416-212-6366
Monday to Friday (excluding holidays)
8:30 am to 4:30 pm
Email: onsis_sison@edu.gov.on.ca
Fax: 416-212-2763
Extranet Web Site: **http://onsisinfo.edu.gov.on.ca**

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Previous Module for First-time Users

This module of the user guide deals with signing-off a submission. This is meant to supplement the appropriate School Data Submission User Guide for your school.

If you have not had previous OnSIS training, you should go through the following module first in order to acquire the skills that will be necessary to successfully use this module:

- *OnSIS User Guide: First Time Users*

This module can be downloaded from the OnSIS web site at:

http://onsisinfo.edu.gov.on.ca

Logging into Onsis

1) To log into OnSIS go to the following extranet URL:

https://www.gsa.gov.on.ca

2) Click **English**.

3) Enter your user name and password.

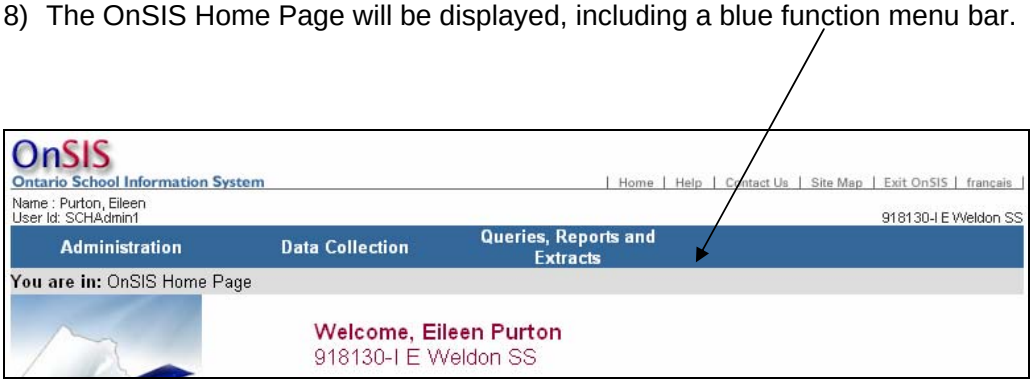
4) Under **Education/Éducation**, click **OnSIS-EDU.**

5) Select **OnSIS.**

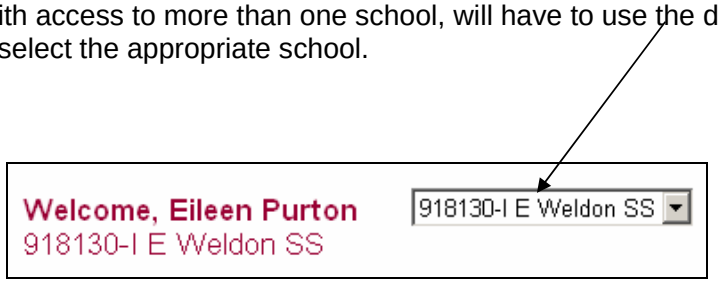
6) Click **Enter**.

7) Click **Agree** to the OnSIS Privacy Impact Assessment Page.

8) The OnSIS Home Page will be displayed, including a blue function menu bar.


OnSIS
Ontario School Information System
Home | Help | Contact Us | Site Map | Exit OnSIS | français
Name : Purton, Eileen
User Id: SCHAdmin1
918130-I E Weldon SS
Administration
Data Collection
Queries, Reports and Extracts
You are in: OnSIS Home Page
Welcome, Eileen Purton
918130-I E Weldon SS

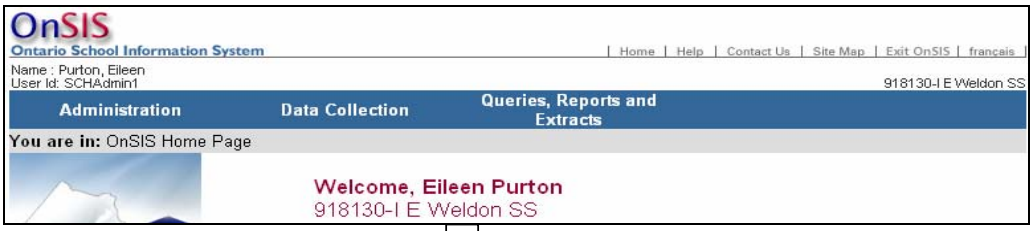
9) A user with access to more than one school, will have to use the dropdown menu to select the appropriate school.

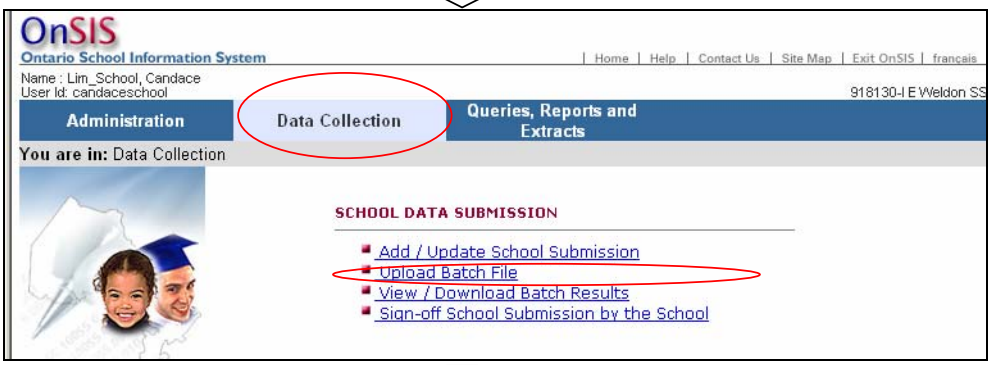


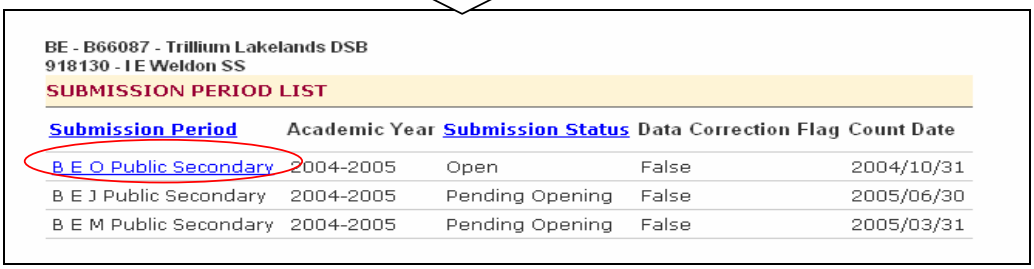
Overview of Accessing the

School Data Submission Menu

This section provides an overview of the menu structure of OnSIS that will lead to the **School Data Submission** menu.


OnSIS
Ontario School Information System
Home | Help | Contact Us | Site Map | Exit OnSIS | français
Name : Purton, Eileen
User Id: SCHAdmin1
918130-I E Weldon SS
Administration
Data Collection
Queries, Reports and Extracts
You are in: OnSIS Home Page
Welcome, Eileen Purton
918130-I E Weldon SS


OnSIS
Ontario School Information System
Home | Help | Contact Us | Site Map | Exit OnSIS | français
Name : Lim_School, Candace
User Id: candaceschool
918130-I E Weldon SS
Administration
Data Collection
Queries, Reports and Extracts
You are in: Data Collection
SCHOOL DATA SUBMISSION
Add / Update School Submission
Upload Batch File
View / Download Batch Results
Sign-off School Submission by the School


BE - B66087 - Trillium Lakelands DSB
918130 - I E Weldon SS
SUBMISSION PERIOD LIST
Submission Period
Academic Year
Submission Status
Data Correction Flag
Count Date
B E O Public Secondary 2004-2005 Open False 2004/10/31
B E J Public Secondary 2004-2005 Pending Opening False 2005/06/30
B E M Public Secondary 2004-2005 Pending Opening False 2005/03/31

Data Collection Submission Periods

The Ministry of Education collects data from schools at different times throughout the school year. These are known as *Data Collection Submission Periods*. The data that is collected may be different, depending on the type of school and the time of year. The following are normal collections that are scheduled during the school year by school type:

Regular Day School
(includes elementary, secondary, private schools, care treatment centers, and correctional facilities)

- October 31st
- March 31st
- End of Year

Summer School

- August

Night School

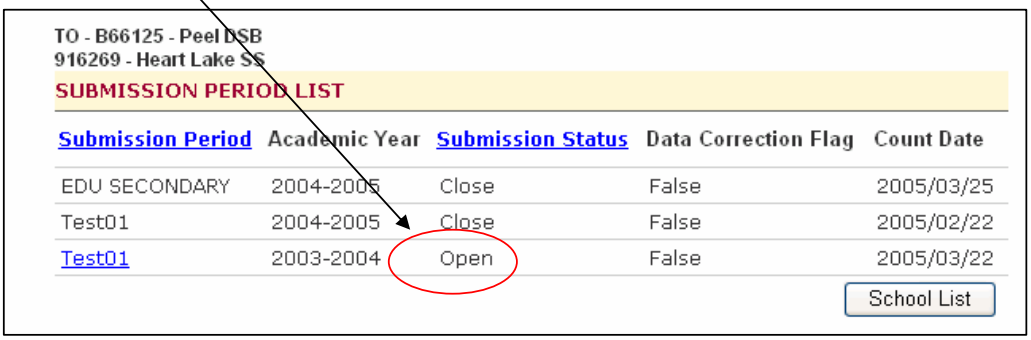
- March 31st
- End of Year

Data collection submission periods are opened in order to allow boards and schools to submit data, either through direct input into OnSIS, or by uploading a batch file from their school management system (SMS). The ministry will open the submission period prior to the date by which boards and schools are required to submit the data. As part of the submission process, boards and schools will generate a validation report to ensure that what is being submitted is valid, as well as run verification reports that represent the data in a similar format as the individual sections of the current School Reports and Course/Class Enrolment Reports.

Boards and schools will be notified via email as to when they can begin submitting the data, as well as when the data can be signed-off.

When a submission period is opened, the submission status in the **Submission Period List** will be displayed as '***Open'***.

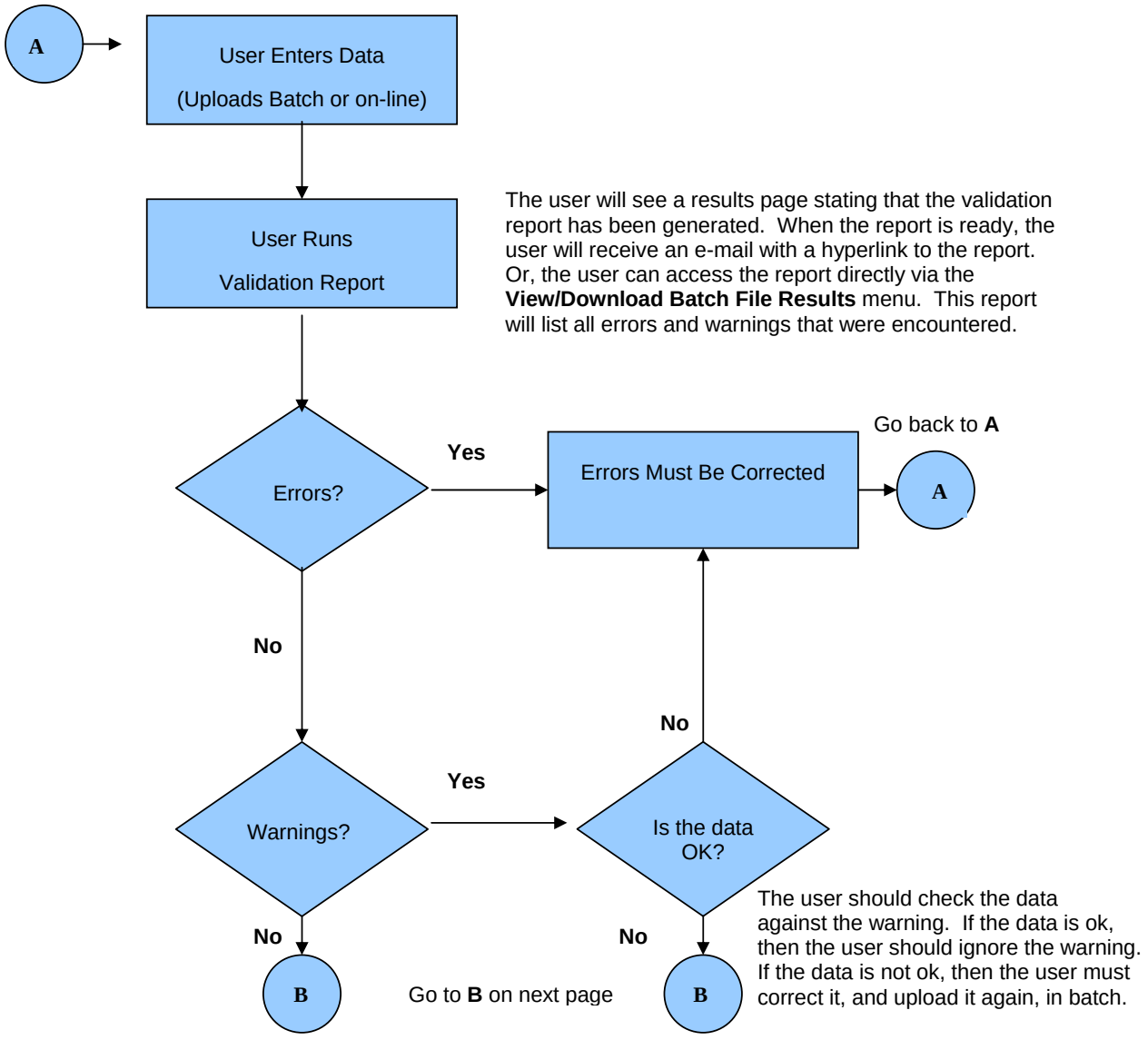
Note: Data can only be submitted for submission periods that are open.

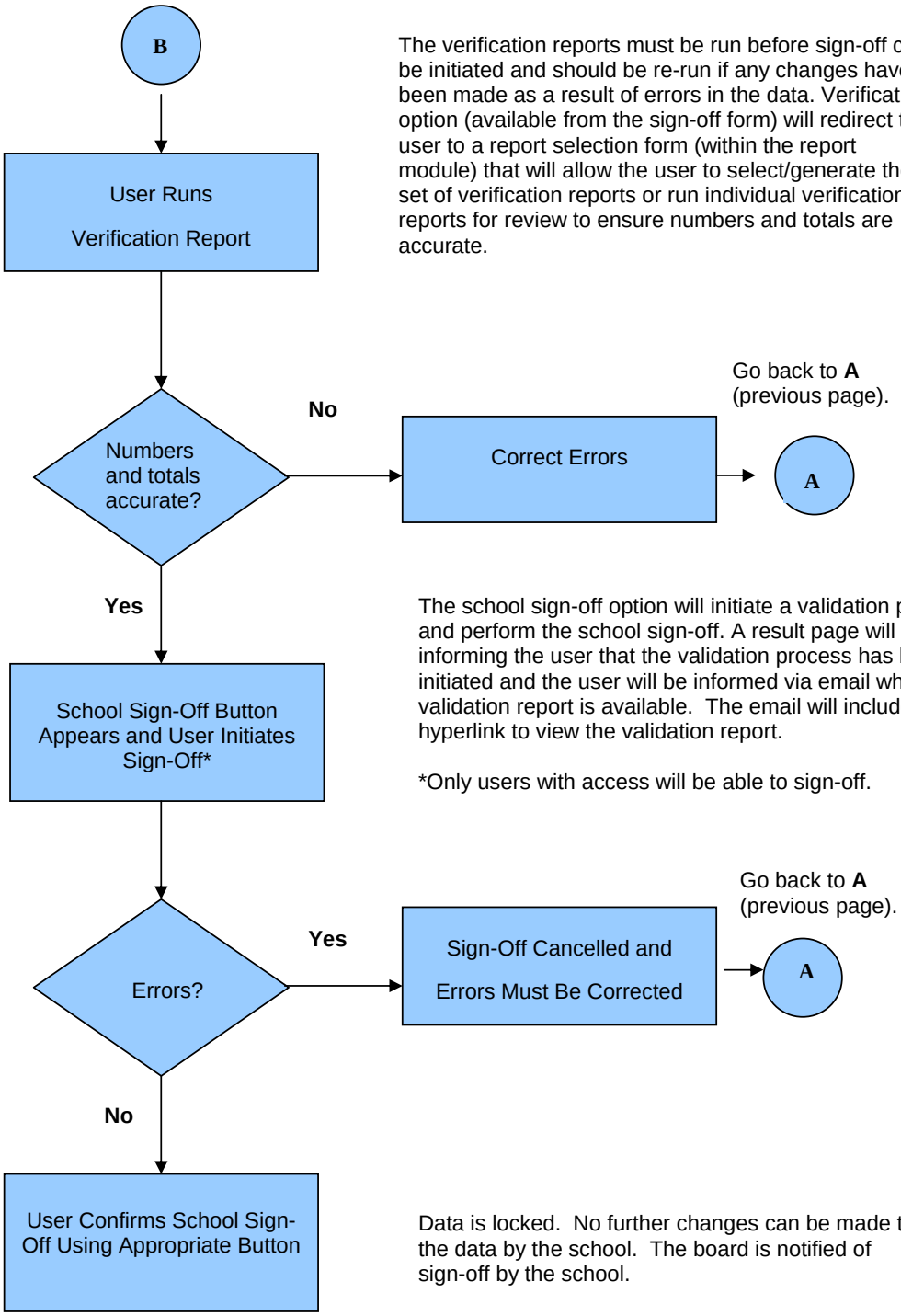


School-Level Submission Process

If the school is submitting data via batch files, the files will have to be uploaded to OnSIS. If the user is not submitting data via batch files, all data must be entered on-line directly into OnSIS before going through the validation/verification/sign-off process. A user with **Board Administrator** status can, at any time, perform tasks on behalf of the school.

All previous submissions must be signed-off or closed.


A
User Enters Data
(Uploads Batch or on-line)
User Runs
Validation Report
The user will see a results page stating that the validation report has been generated. When the report is ready, the user will receive an e-mail with a hyperlink to the report. Or, the user can access the report directly via the **View/Download Batch File Results** menu. This report will list all errors and warnings that were encountered.
Errors?
Yes
Errors Must Be Corrected
Go back to **A**
A
No
Warnings?
Yes
Is the data OK?
No
No
The user should check the data against the warning. If the data is ok, then the user should ignore the warning. If the data is not ok, then the user must correct it, and upload it again, in batch.
B
Go to **B** on next page
B

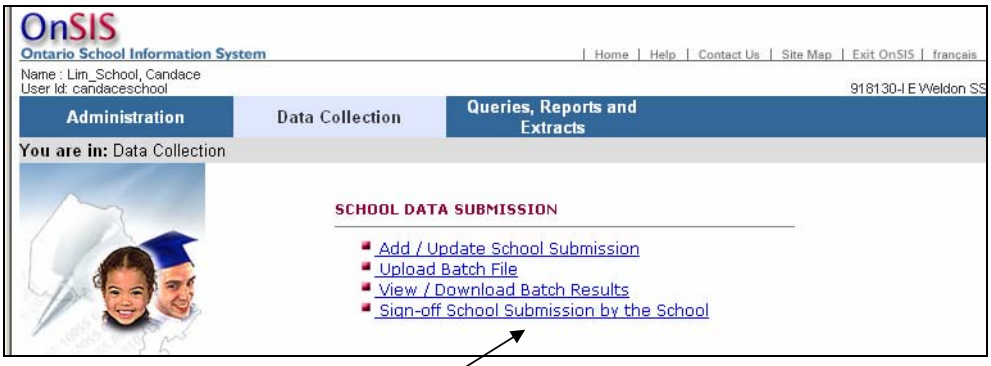

B
User Runs
Verification Report
The verification reports must be run before sign-off can be initiated and should be re-run if any changes have been made as a result of errors in the data. Verification option (available from the sign-off form) will redirect the user to a report selection form (within the report module) that will allow the user to select/generate the set of verification reports or run individual verification reports for review to ensure numbers and totals are accurate.
Numbers and totals accurate?
No
Correct Errors
Go back to A (previous page).
A
Yes
School Sign-Off Button Appears and User Initiates Sign-Off*
The school sign-off option will initiate a validation process and perform the school sign-off. A result page will appear informing the user that the validation process has been initiated and the user will be informed via email when the validation report is available. The email will include a hyperlink to view the validation report.
*Only users with access will be able to sign-off.
Errors?
Yes
Sign-Off Cancelled and Errors Must Be Corrected
Go back to A (previous page).
A
No
User Confirms School Sign-Off Using Appropriate Button
Data is locked. No further changes can be made to the data by the school. The board is notified of sign-off by the school.

School Sign-Off Process

When a school user logs into OnSIS, the following screen will appear:

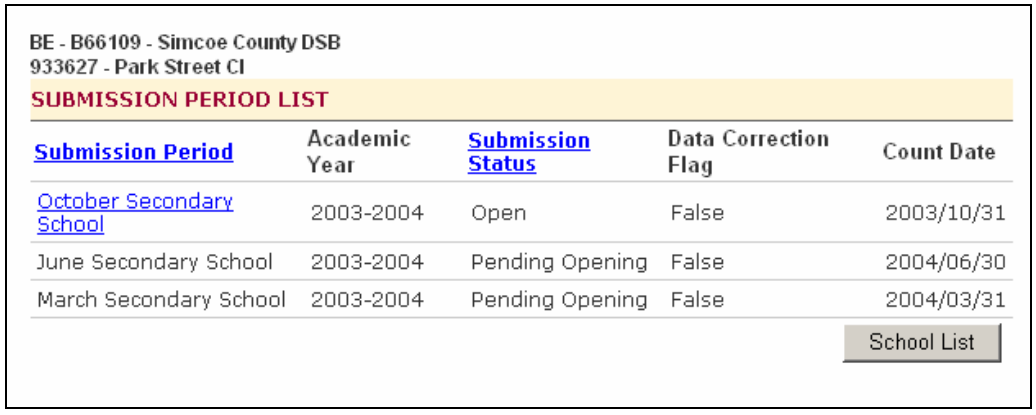
Note: A user with **Board Administrator** status can, at any time, perform tasks on behalf of the school.

Note: A user with **Co-ordinator** status will be able to run validation and verification reports but will not be shown the **Sign-Off** button and, therefore, cannot sign-off.


OnSIS
Ontario School Information System
Home | Help | Contact Us | Site Map | Exit OnSIS | français
Name : Lim_School, Candace
User Id: candaceschool
918130-I E Weldon SS
Administration
Data Collection
Queries, Reports and Extracts
You are in: Data Collection
SCHOOL DATA SUBMISSION
Add / Update School Submission
Upload Batch File
View / Download Batch Results
Sign-off School Submission by the School

1) Click the blue hyperlink for **Sign-Off School Submission by the School.**

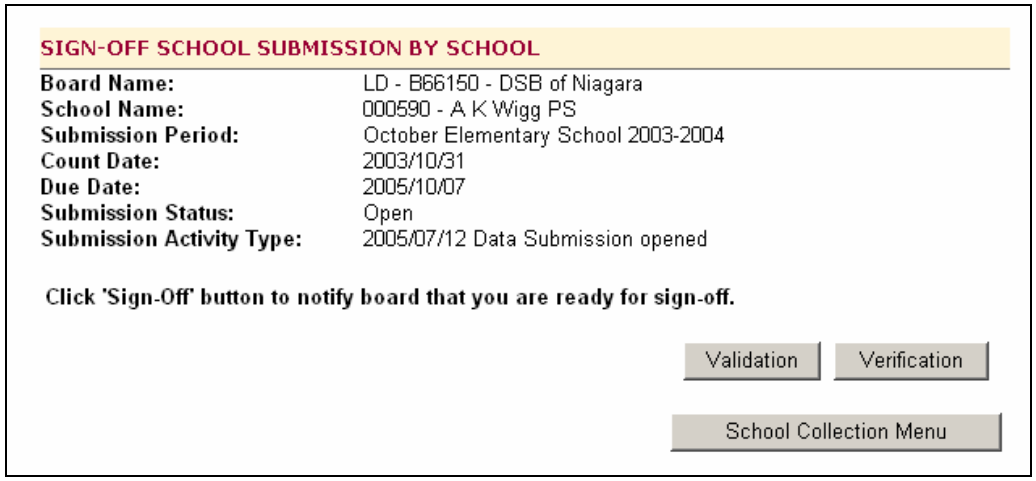
The **Submission Period List** will appear:



2) Click the blue hyperlink for the submission period for which you wish to sign-off.

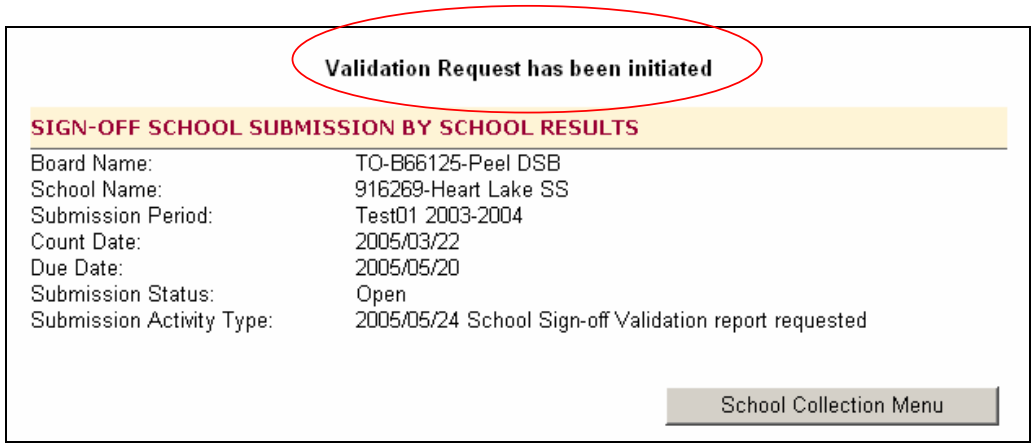
Note: The **Submission Status** must be set to ***"Open",*** and all previous submission periods must be set to ***"Closed".***

The following screen will appear:


SIGN-OFF SCHOOL SUBMISSION BY SCHOOL
Board Name: LD - B66150 - DSB of Niagara
School Name: 000590 - A K Wigg PS
Submission Period: October Elementary School 2003-2004
Count Date: 2003/10/31
Due Date: 2005/10/07
Submission Status: Open
Submission Activity Type: 2005/07/12 Data Submission opened
Click 'Sign-Off' button to notify board that you are ready for sign-off.
Validation
Verification
School Collection Menu

Running the Validation Report

1) Click **Validation** to initiate the validation process. A results page will display stating that the validation report has been initiated.


Validation Request has been initiated
SIGN-OFF SCHOOL SUBMISSION BY SCHOOL RESULTS
Board Name: TO-B66125-Peel DSB
School Name: 916269-Heart Lake SS
Submission Period: Test01 2003-2004
Count Date: 2005/03/22
Due Date: 2005/05/20
Submission Status: Open
Submission Activity Type: 2005/05/24 School Sign-off Validation report requested
School Collection Menu

2) When the report is ready, an e-mail with a hyperlink to the report will be sent to the user's e-mail address. Or, the report can be accessed directly via the **View/Download Batch File Results** menu. The report will list all errors and warnings encountered during the validation process.

3) Correct all errors.

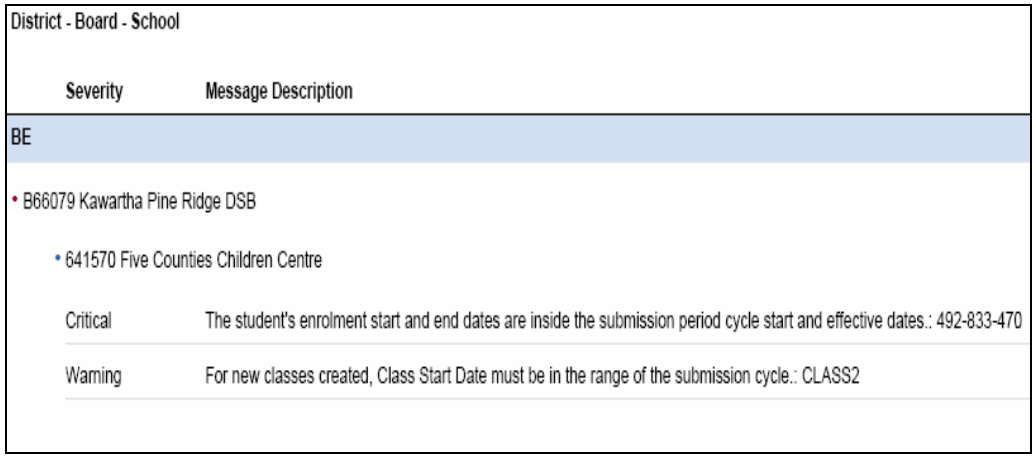
4) Check warnings, and make any necessary corrections.

5) If an entire batch file is being submitted, it will be necessary to purge and pre-populate the data, and then upload it again. If only a few records needed to be corrected, an updated batch file can be submitted which includes only those records that were corrected.)(All of the data can be purged and pre-populated if too many errors were encountered, or only selected sections can be purged and pre-populated and re-uploaded.) For instructions on purging and pre-populating, refer to pages 25 – 27.

6) Re-run the validation report. If there are still errors and/or warnings, follow steps 3 through 5 until the report has no errors, and all warnings that are incorrect have been fixed.

Note: Validation during the school sign-off ensures that the data is complete. For example, if the **Special Education** flag has been checked off on the **School Enrolment** form for a student, but the **Special Education** form has not been completed, then an error message will be generated.

The following is a sample of a validation report. Note that it lists critical errors, which must be corrected, as well as warnings, which should be corrected if the data entered is incorrect.



District - Board - School

Severity	Message Description
BE	
• B66079 Kawartha Pine Ridge DSB	
• 641570 Five Counties Children Centre	
Critical	The student's enrolment start and end dates are inside the submission period cycle start and effective dates.: 492-833-470
Warning	For new classes created, Class Start Date must be in the range of the submission cycle.: CLASS2

Running the Verification Reports

Verification reports have been created to make it easier for boards and schools to find errors. Verification reports are available in both a summary format and a detail format. The summary verification report shows aggregate numbers and they are similar to, for example, the different sections currently on the October School Report (e.g. Section B - Enrolment by Grade and Gender). The detail verification report shows the details for that summary data.

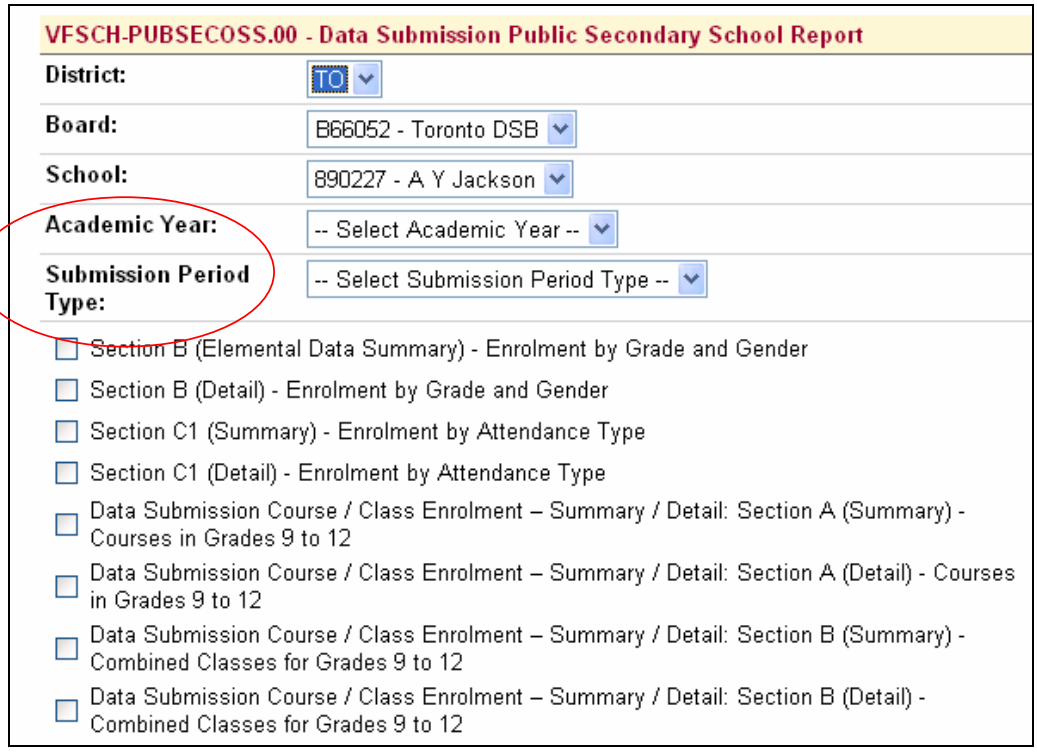
For example, the summary shows that there are 10 Grade 3 boys and 8 Grade 3 girls, and a total enrolment of 100 - 50 males and 50 females. The principal knows that the school really has 49 males and 51 females, and that the number of Grade 3 boys is really 9. The detail report will identify the names, along with the OEN, of all the students reported in each of the boxes in the summary report. Once the user has identified which student does not belong as part of that total, he/she would make the correction either on-line in OnSIS or in the school's student management system (SMS), resubmit a new batch file, and then re-run the validation and verification reports.

Notes

a) The verification report must be run before sign-off can be initiated, and should be re-run if any errors are detected. Boards and schools should keep a copy of the final verification reports for their records.
b) It will be beneficial to run the verification reports at the same time as the validation report in order to identify where the errors are, and to be able to correct them.

1) Click **Verification**.

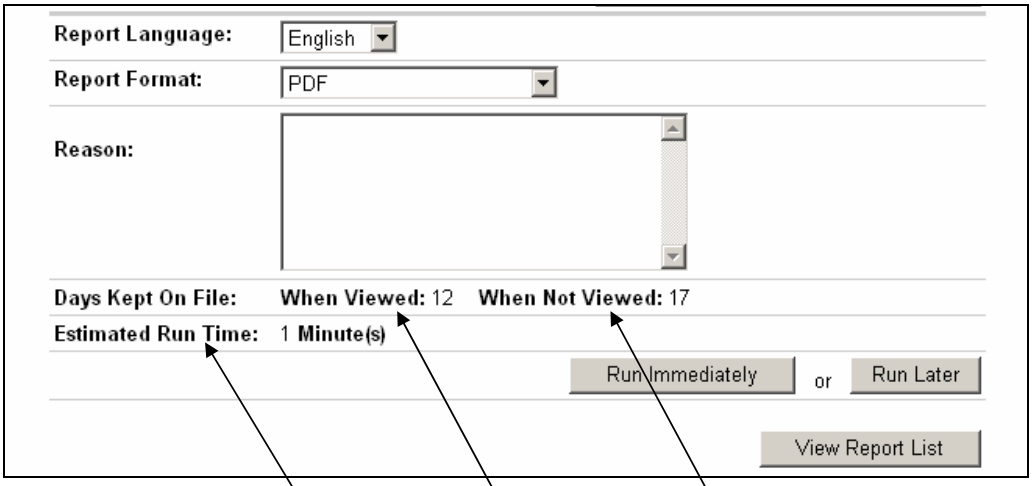
2) A menu will appear listing all of the verification reports that can be requested. (The example which follows is only a partial screen shot.)


VFSCH-PUBSECOSS.00 - Data Submission Public Secondary School Report
District:
TO
Board:
B66052 - Toronto DSB
School:
890227 - A Y Jackson
Academic Year:
-- Select Academic Year --
Submission Period Type:
-- Select Submission Period Type --
Section B (Elemental Data Summary) - Enrolment by Grade and Gender
Section B (Detail) - Enrolment by Grade and Gender
Section C1 (Summary) - Enrolment by Attendance Type
Section C1 (Detail) - Enrolment by Attendance Type
Data Submission Course / Class Enrolment – Summary / Detail: Section A (Summary) - Courses in Grades 9 to 12
Data Submission Course / Class Enrolment – Summary / Detail: Section A (Detail) - Courses in Grades 9 to 12
Data Submission Course / Class Enrolment – Summary / Detail: Section B (Summary) - Combined Classes for Grades 9 to 12
Data Submission Course / Class Enrolment – Summary / Detail: Section B (Detail) - Combined Classes for Grades 9 to 12

3) At the top of the form, select the **Academic Year** and the **Submission Period Type**.

4) Check off those reports that are to be verified, or use the check boxes at the bottom of the form to select all reports, all summary reports or all detail reports.

The bottom of the verification screen contains options regarding language, format and running the report.



Note: The **Estimated Run Time** is displayed. Information regarding how many days the report will be kept on file if it is viewed, and if it is not viewed is also displayed.

5) Select the **Report Language** and **Report Format**.

6) Click **Run Immediately** or **Run Later**.

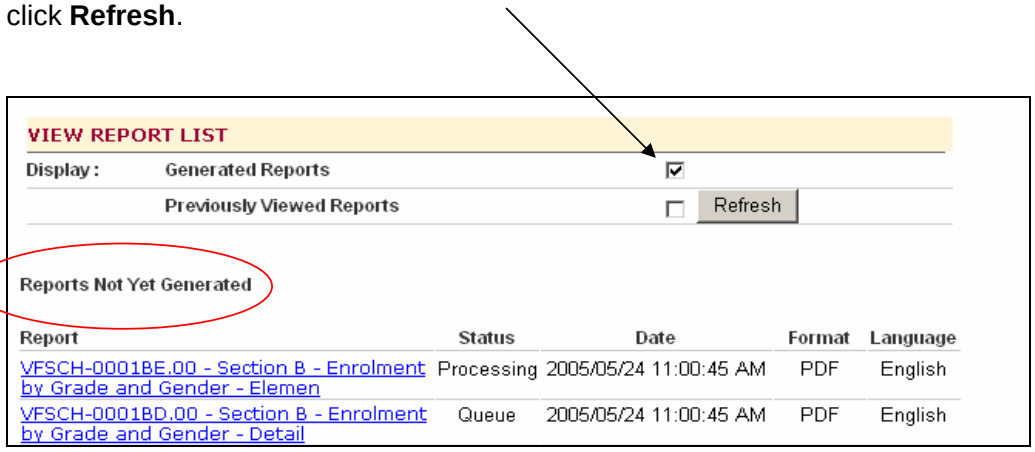
7) Click **View Report List** to view the report if you selected **Run Immediately**.

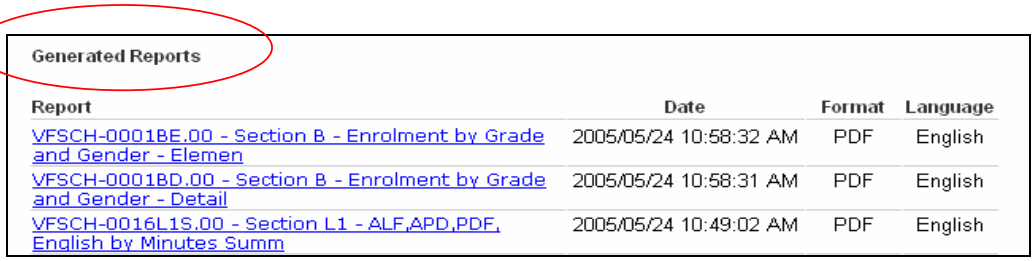
Notes

a) It may be necessary to refresh the **View Report List** screen if the report has not been processed. PC users can use CTRL-R to do this.
b) You can also access the report through the **Queries, Reports and Extracts** function on the OnSIS blue main menu bar.

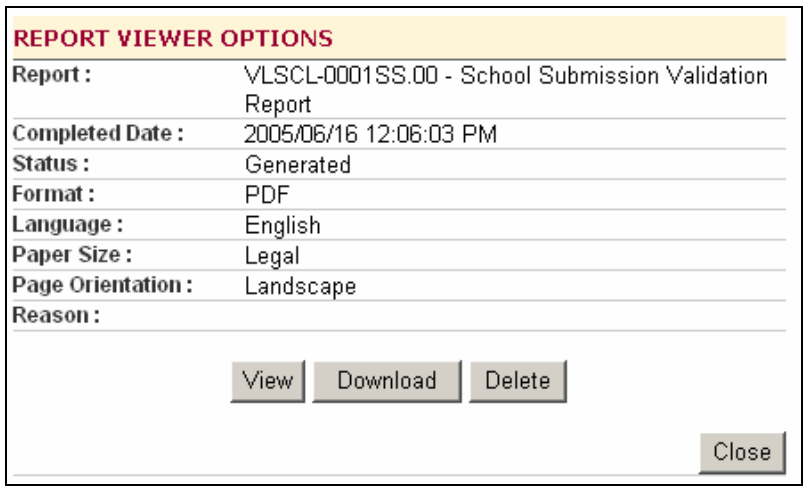
Viewing the Reports

Reports are presented in two sections: **Reports not Generated**, which displays their status, and **Generated Reports**. If you wish to see a list of previously generated reports, click the **Previously Viewed Reports** checkbox and then click **Refresh**.





1) To view a generated report, click its blue hyperlink. The following pop-up will appear (next page).

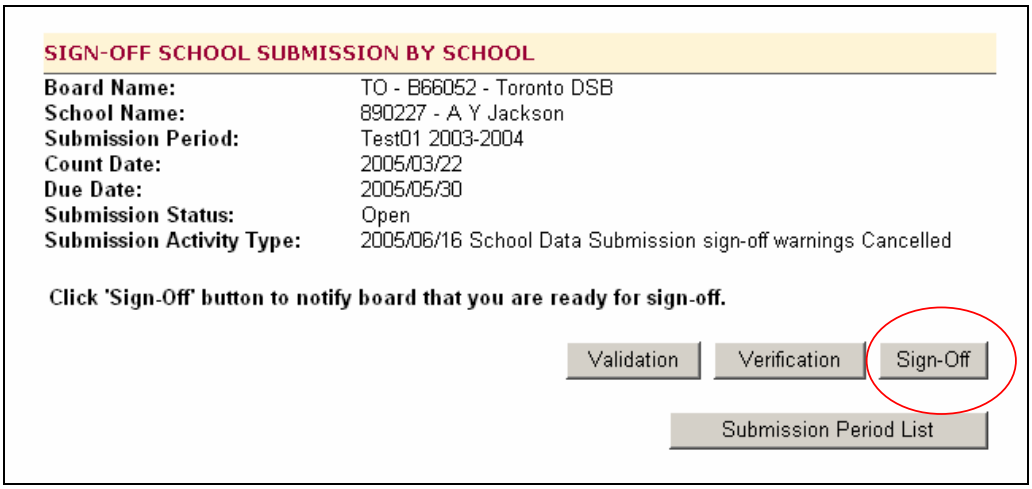


You can view the report on-line or download it. When you are finished with the report you can delete it or leave it. It will automatically be deleted when the number of days in the **Days Kept on File** option has elapsed.

Note: Once a report has been viewed, it is moved to the **Previously Viewed** list.

School-level Sign-Off Button

Once the validation report has been run, a sign-off button will appear on the screen next to the validation and verification buttons.


SIGN-OFF SCHOOL SUBMISSION BY SCHOOL
Board Name: TO - B66052 - Toronto DSB
School Name: 890227 - A Y Jackson
Submission Period: Test01 2003-2004
Count Date: 2005/03/22
Due Date: 2005/05/30
Submission Status: Open
Submission Activity Type: 2005/06/16 School Data Submission sign-off warnings Cancelled
Click 'Sign-Off' button to notify board that you are ready for sign-off.
Validation
Verification
Sign-Off
Submission Period List

1) Click **Sign-Off** to notify the board that you have signed-off and that they can go in and perform the board sign-off**.** You will receive a message stating that "**Sign-Off Request has been initiated"**

Notes

a) When **Sign-Off** is selected, a validation report will automatically be run. If no critical errors are found, an e-mail will be sent informing the user that the sign-off was successful, and a second e-mail will be sent to the board. If any critical errors are found, the sign-off will automatically be cancelled.

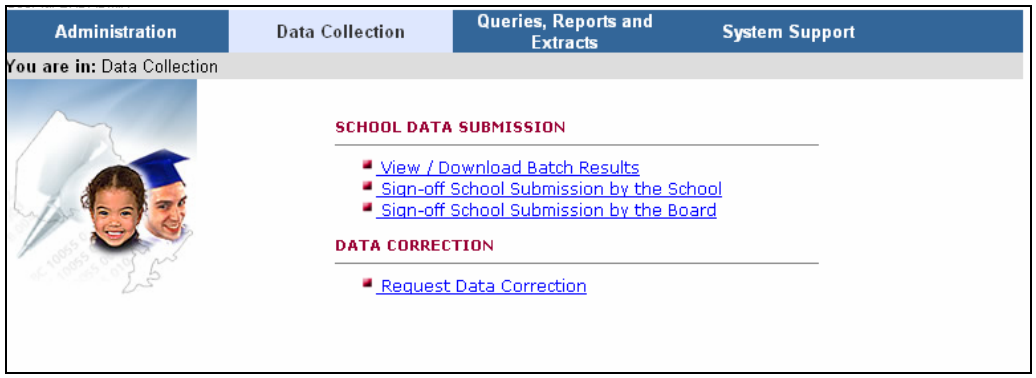
b) If the validation report has warnings, two additional buttons will appear. Click **Confirm Sign-Off** if the warnings are ok, and click **Cancel Sign-Off** if the data needs to be corrected.

Board-Level Submission Process

The board sign-off process is similar to that of the school. See flowchart for school sign-off (pages 8 and 9).

When a board user logs into OnSIS, the following screen will appear:

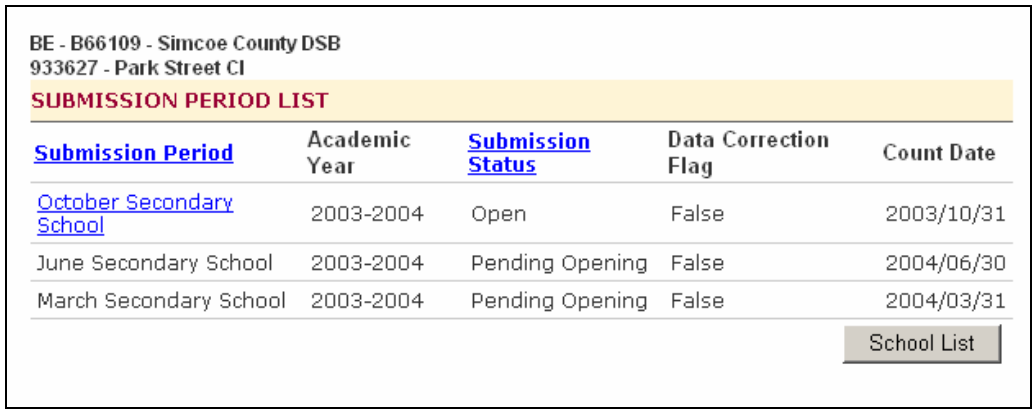
Note: A user with **Co-ordinator** status will be able to run verification and validation reports, but will not be shown the **Sign-Off** button and, therefore, cannot sign-off.



Sign-Off School Submission by the Board

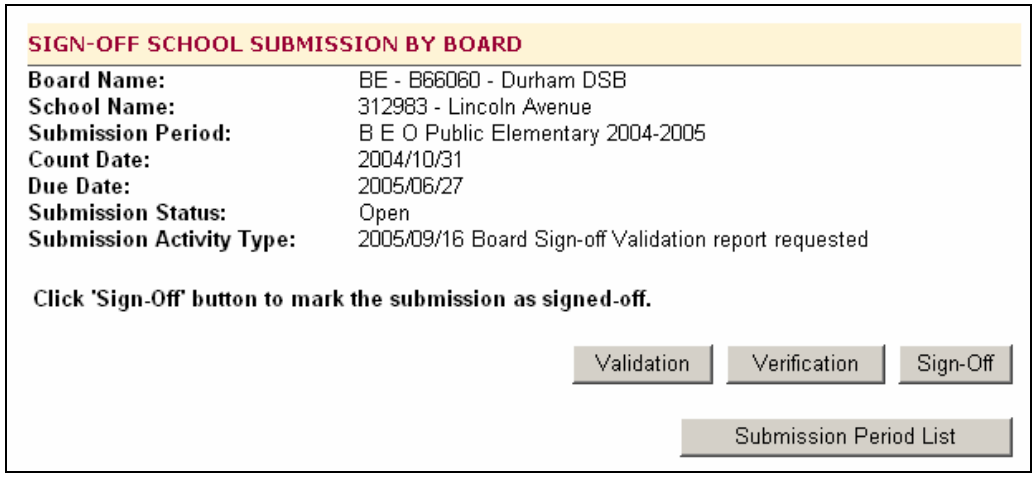
Clicking the **Sign-Off School Submission by the Board** blue hyperlink will produce a list of all the schools in the board.

1) Click the blue hyperlink of the school that is to be signed-off and the **Submission Period List** will appear:



c) Click the blue hyperlink of the submission period that is to be signed-off.

d) The following screen will appear:


SIGN-OFF SCHOOL SUBMISSION BY BOARD
Board Name: BE - B66060 - Durham DSB
School Name: 312983 - Lincoln Avenue
Submission Period: B E O Public Elementary 2004-2005
Count Date: 2004/10/31
Due Date: 2005/06/27
Submission Status: Open
Submission Activity Type: 2005/09/16 Board Sign-off Validation report requested
Click 'Sign-Off' button to mark the submission as signed-off.
Validation
Verification
Sign-Off
Submission Period List

The board has the ability to confirm or cancel the sign-off. However, before confirming the sign-off, the user must run the verification function.

e) Click **Verification,** and select the reports that are to be run.

f) If the verification reports are ok, click **Sign-Off**. Otherwise, correct the errors and re-run the verification report.

When **Sign-Off** is selected, the validation process is automatically run and examines all the data that has been signed-off by schools within the board, and all other schools in the province that have been signed-off. It runs through a series of business rules that have been established to ensure the integrity of the data.

For example, a student has left one school in the board and registered in another school. The first school has not entered an end date for the student. As a result, the student appears to be registered in two schools.

Another example is that a student has moved to another part of the province and registered in a school in another board, but the school in the previous board has not entered an end date for the student. This would result in the student appearing to be registered in two schools in two different boards.

Notes

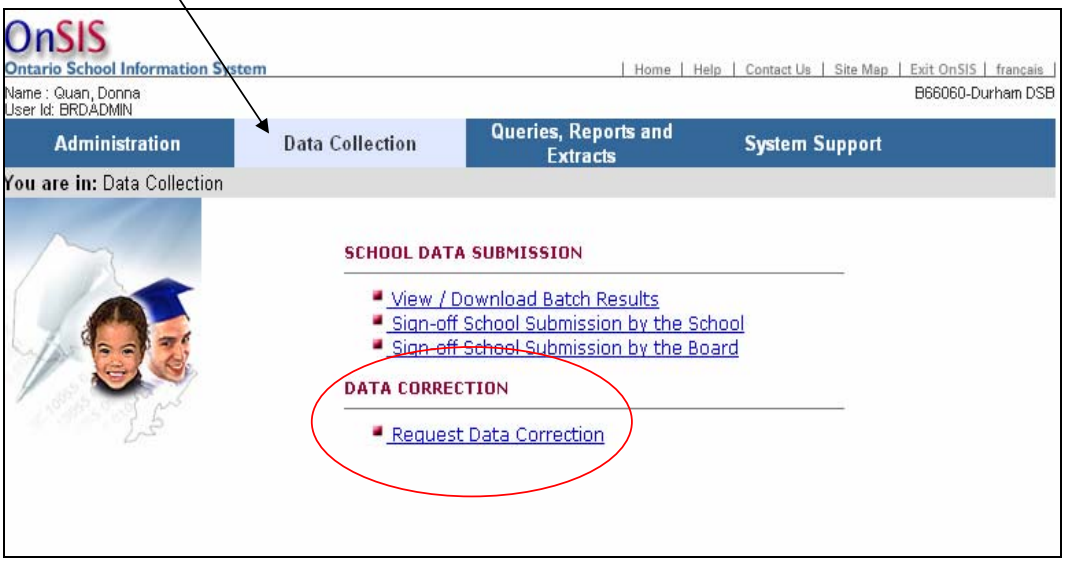
a) If a discrepancy is found between two boards, an e-mail will be sent requesting that the ministry be contacted. This is done to protect the privacy of an individual's data – a board can only look at the data in its own schools.
b) If warnings are encountered, the board will have to confirm or cancel the school's sign-off using either **Confirm Sign-Off** or **Cancel Sign-Off**. By clicking **Confirm Sign-Off**, the user is indicating that any warnings that were generated have been checked, that the data is accurate, and that the board is taking responsibility and accepting the school data that is being submitted to the ministry.
c) Boards may choose to run the board sign-off as each school makes its submission; at various points in time as schools make their submissions; or, when all schools have made their submissions.

After all schools have been signed-off, no errors have been found, and all warnings have been confirmed, the submission period status is set to '***Closed'***. At this point in time the data is locked.

Data Correction Request

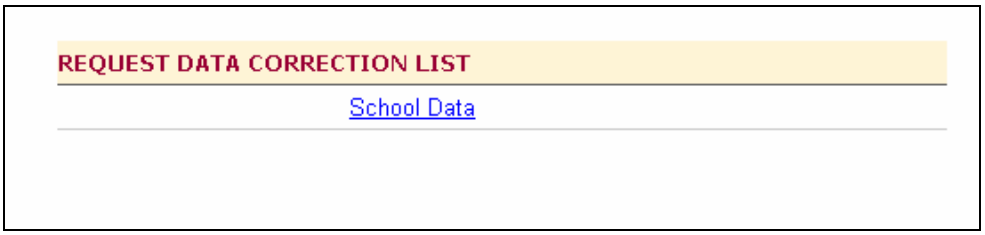
If the school or board finds an error after the data has been signed-off by the board, the board will have to make a formal request to the ministry to re-open the submission. This is done through a data correction.

The data correction form can be accessed by clicking **Data Collection** on the OnSIS blue main menu function bar.



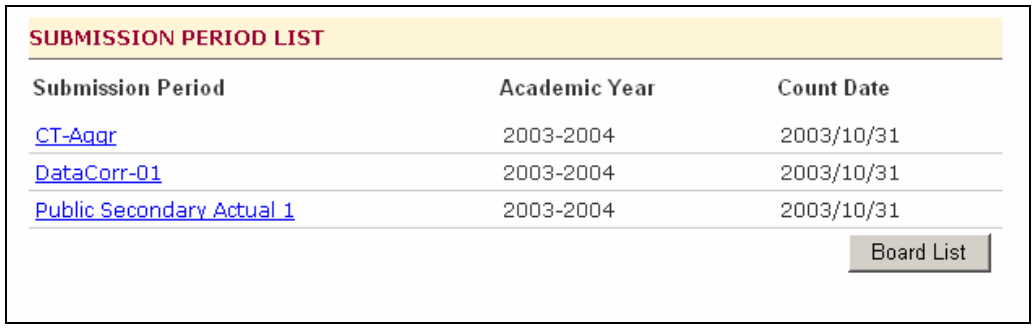
1) Click the blue hyperlink for **Request Data Correction**.

The following screen will appear:



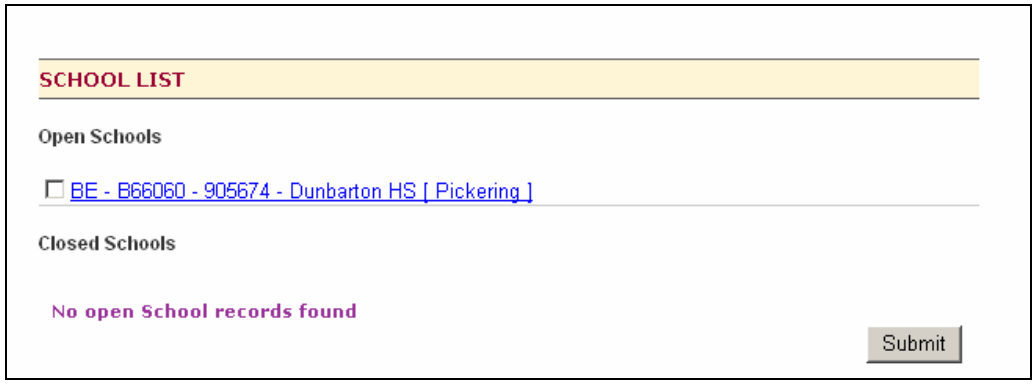
2) Click the blue hyperlink for **School Data.**

The **Submission Period List** will appear:



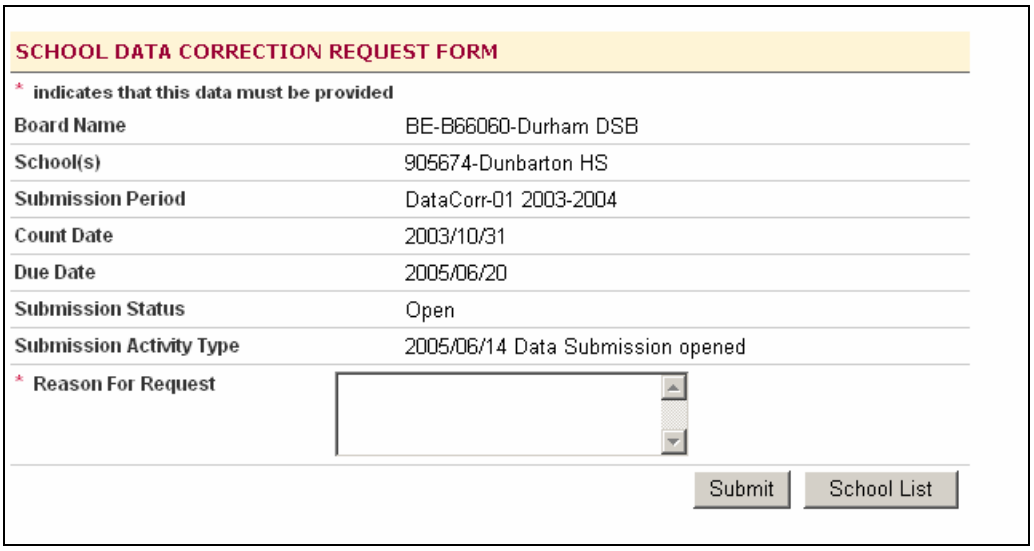
3) **Click** the appropriate submission period.

A list of open schools will appear:



4) Check off the school(s) for which you wish to request a data correction, and click **Submit**.

The following form will appear:


SCHOOL DATA CORRECTION REQUEST FORM

* indicates that this data must be provided

Board Name	BE-B66060-Durham DSB
School(s)	905674-Dunbarton HS
Submission Period	DataCorr-01 2003-2004
Count Date	2003/10/31
Due Date	2005/06/20
Submission Status	Open
Submission Activity Type	2005/06/14 Data Submission opened
* Reason For Request	

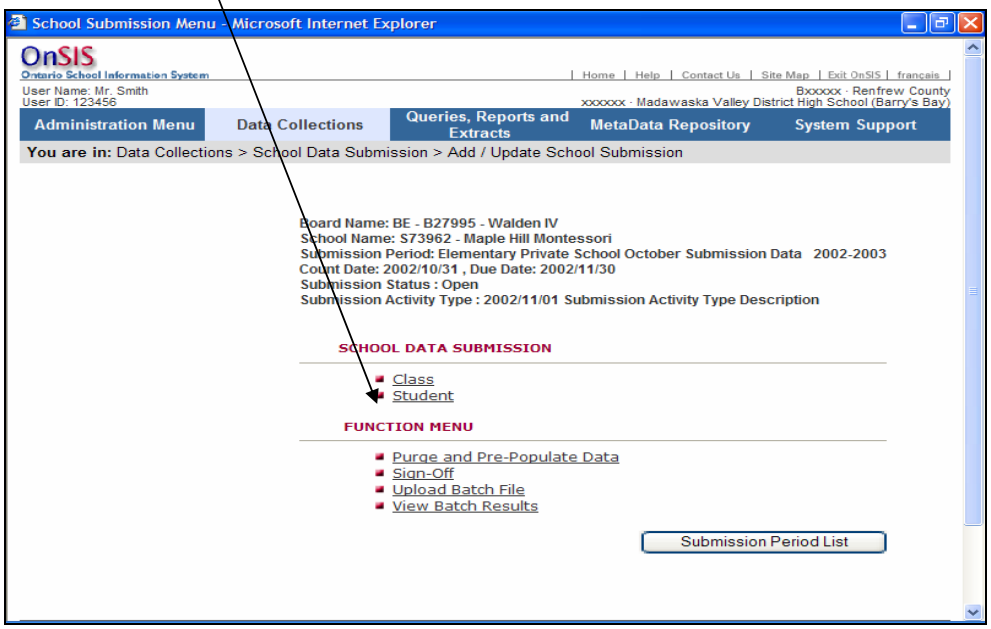
Submit School List

5) Fill out the **Reason for Request** box and click **Submit**.

Note: If a user is currently working in one Submission period (e.g., March) and requires correction in the previous submission period (e.g., October), which has been closed, the user must initiate the **Purge and Pre-Populate** function for the March submission period so that the changes applied to the October submission period are then pre-populated into the March submission period.

Purge and Pre-Populate

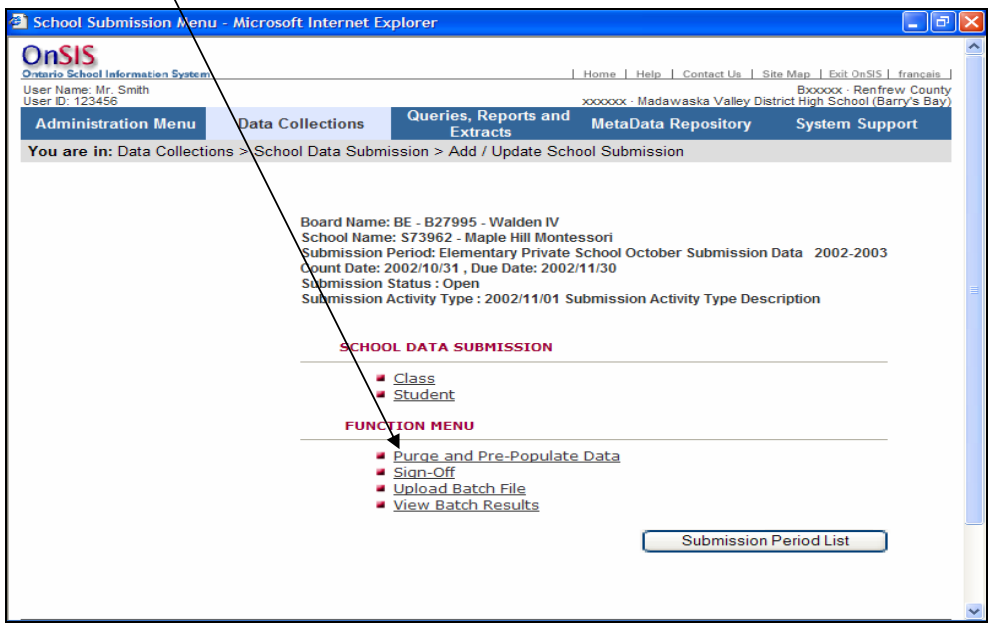
The **Purge and Pre-populate** function can be found on the **Add/Update School Submission** screen, in the **Function Menu**.


School Submission Menu - Microsoft Internet Explorer
OnSIS
Ontario School Information System
Home | Help | Contact Us | Site Map | Exit OnSIS | français
User Name: Mr. Smith
User ID: 123456
Bxxxxx - Renfrew County
xxxxxx - Madawaska Valley District High School (Barry's Bay)
Administration Menu
Data Collections
Queries, Reports and Extracts
MetaData Repository
System Support
You are in: Data Collections > School Data Submission > Add / Update School Submission
Board Name: BE - B27995 - Walden IV
School Name: S73962 - Maple Hill Montessori
Submission Period: Elementary Private School October Submission Data 2002-2003
Count Date: 2002/10/31 , Due Date: 2002/11/30
Submission Status : Open
Submission Activity Type : 2002/11/01 Submission Activity Type Description
SCHOOL DATA SUBMISSION
Class
Student
FUNCTION MENU
Purge and Pre-Populate Data
Sign-Off
Upload Batch File
View Batch Results
Submission Period List

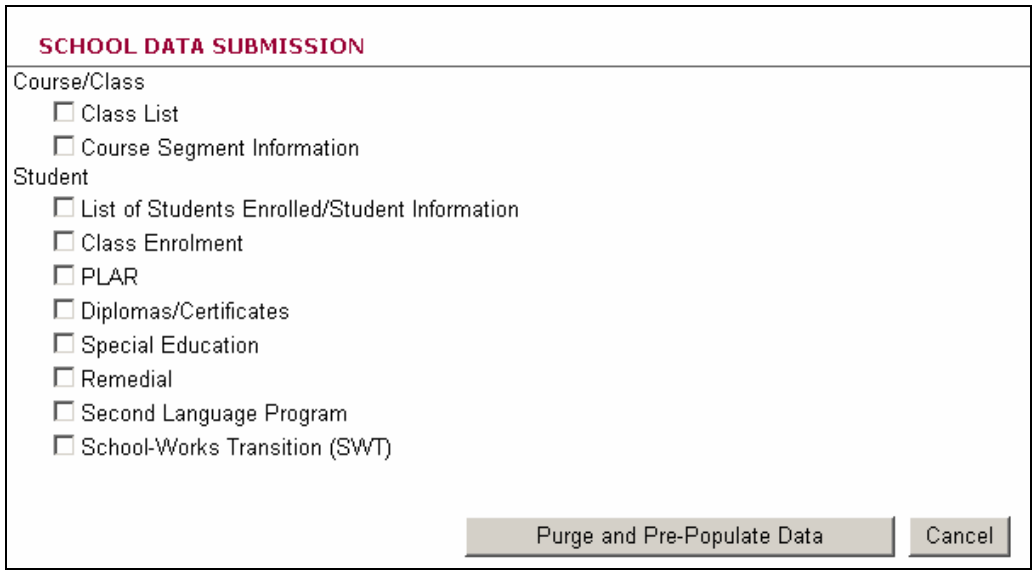
The **Purge and Pre-populate** function will allow a selection of data areas to be purged and pre-populated. A user may selectively choose those forms that he/she wishes to purge and pre-populate by clicking them, or by selecting all of the forms. Using this function will return the data to the way it was when the submission period was initially opened.

For example, if a user has consistently entered information incorrectly into one of the forms, then he or she may find it easier to use the purge and pre-populate function and start over rather than go through and make the corrections manually.

1) Click **Purge and Pre-Populate Data** from the **Function Menu.**


School Submission Menu - Microsoft Internet Explorer
OnSIS
Ontario School Information System
Home | Help | Contact Us | Site Map | Exit OnSIS | français
User Name: Mr. Smith
User ID: 123456
Bxxxxx - Renfrew County
xxxxxx - Madawaska Valley District High School (Barry's Bay)
Administration Menu
Data Collections
Queries, Reports and Extracts
MetaData Repository
System Support
You are in: Data Collections > School Data Submission > Add / Update School Submission
Board Name: BE - B27995 - Walden IV
School Name: S73962 - Maple Hill Montessori
Submission Period: Elementary Private School October Submission Data 2002-2003
Count Date: 2002/10/31 , Due Date: 2002/11/30
Submission Status : Open
Submission Activity Type : 2002/11/01 Submission Activity Type Description
SCHOOL DATA SUBMISSION
Class
Student
FUNCTION MENU
Purge and Pre-Populate Data
Sign-Off
Upload Batch File
View Batch Results
Submission Period List

The following form will appear:



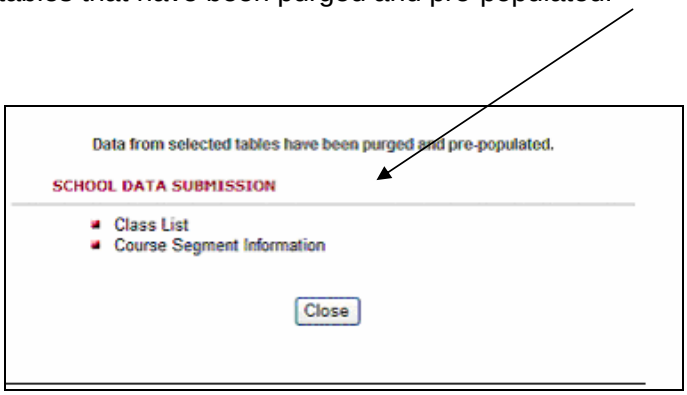
1) Click the checkboxes to indicate the forms that you wish to purge and pre-populate.

2) Click the **Purge and Pre-Populate Data** button. A pop-up will be displayed asking you if you are sure that you want to purge and pre-populate.

3) Click **OK** to proceed, or **Cancel** to return to the **Function Menu**.

4) If you click **OK,** a second confirm popup will be displayed asking if you really want to purge and pre-populate. Click **OK,** or **Cancel.**

5) If successful, a result form will be displayed along with a message confirming the list of tables that have been purged and pre-populated.



6) Click **Close** to return to the **Function Menu**.